

## DIRECTIONS FOR COMPLETION OF THE INDIVIDUAL TEACHER PLAN

- 1) Gather the personal information you need to complete this plan.
  - Teaching Assignment (grade and content)
  - Arizona Teaching Certificate
  - Official transcripts documenting coursework, if applicable
  - Evaluation from ADE, Certification Unit , if applicable
  - Program of Study from the institution of higher education (ETC teachers), if applicable
  - List of AEPA exams ([www.aepa.nesinc.com](http://www.aepa.nesinc.com)), if applicable
  - Calendar
- 2) Schedule an appointment with your building administrator to complete the plan (Plan must be completed within four weeks of your assignment as a classroom teacher if you are not highly qualified).
- 3) BA/BS Degree Column – complete by charter school teachers only
- 4) Convert Emergency Teaching Certificate Column – complete by Emergency Certified Teachers only
- 5) Subject Knowledge Competency– complete by all teachers who are not highly qualified in their core academic content area
- 6) Principal and teacher complete plan, sign and date.
- 7) Principal and teacher review plan mid-year, sign, and date.
- 8) Principal and teacher review plan at end-of-year, or prior to end-of-year if highly qualified requirements are met, sign, and date.
- 9) Principal enters District Funding Source.

***Please note:***

*The principal and teacher should retain copies of this document.*